

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES 1   16	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 10-Aug-2015		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY USACE, BALTIMORE 10 S. HOWARD ST. ROOM 7000 BALTIMORE MD 21201		CODE W912DR		7. ADMINISTERED BY (If other than item 6)  <b>See Item 6</b>		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X		9A. AMENDMENT OF SOLICITATION NO. W912DR-15-T-0101	
				X		9B. DATED (SEE ITEM 11) 28-Jul-2015	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.</b> <b>IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  Solicitation W912DR-15-T-0101 for Programming Support for USACE Baltimore District is hereby amended to: 1) Increase the estimated quantity of hours under the PRICE SCHEDULE from 1,848 to 1,920; 2) Remove from the Performance Work Statement, Section 3.2 Site Security, the sentence "The vendor is responsible to ensure that their staff have and maintain Secret Clearances". and 3) Under the Performance Work Statement, Technical Exhibit 3, Estimated Workload Data, increase the estimated quantity for senior programmer from 1,848 hours to 1,920 hours. Lastly, to provide the Form PPQ-0, NAVFAC/USACE PAST PERFORMANCE QUESTIONNAIRE referenced under clause 52.212-2, Evaluation - Commercial Items (Oct 2014) section 2. Past Performance Evaluation Approach per the enclosed summary of changes.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR  _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA  BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED  10-Aug-2015	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

**PERFORMANCE WORK STATEMENT**

**Introduction:** Intention is to program and maintain local query and reporting system, Corporate Business Reports (CBR), and convert reports not requiring real-time data into the current US Army Corps of Engineers (USACE) standard system, Enterprise Data Warehouse (EDW). Corporate Business Reports (CBR) augments what is available in the current USACE standard systems, such as EDW, Corps of Engineers Financial Management System (CEFMS), PMBP Automated Information System (P2), and Resident Management System (RMS). Currently USACE systems provide static reporting capability that is upwardly focused. RM is frequently tasked by HQUSACE, North Atlantic Division (NAD), Washington Aqueduct (WAD), District Senior Management, District Project Managers, and District Customers, to develop one-time queries to answer specific questions or to develop production reports not available in standard systems. There is a need for professional contract support to provide this capability, since the Baltimore District has no in-house capability to provide this support.

- 2. Background:** The objective is to provide ongoing and recurring reporting support for the Baltimore District to achieve optimum reporting capability and to reliably accommodate the growing and changing requirements for local reporting and local software development as an adjunct to USACE standard systems. The goal is to reduce cost and manpower required to develop reports, and to improve customer service through standardizing local reports and systems within the Baltimore District.
- 3. General Requirements:** Baltimore District has a requirement for support of CBR and EDW report programming and maintenance. All queries/reports will be developed using local Baltimore District established procedures, and will utilize Crystal Reports, SQL, PL/SQL, and Oracle Forms and Reports for the Web. The contractor must have 5 years of experience working with at least two of the following USACE systems: CEFMS, Real Estate Management Information System (REMIS), Vehicle Information Management System (VIMS), Automated Personal Property Management System (APPMS), RMS, EDW and P2. Technical requirements for this effort require that the developer(s) be currently Oracle Certified as 'Developers' or 'Database Operators', or have a minimum of 5 years of Oracle Developer experience working with USACE systems. The work will require presence on site, in order to attend meetings, provide development support, and assist with specifications.

Key contractor personnel shall require resumes in contractor submission and those individuals cannot be substituted for unless a candidate of equal or greater skills is formally presented to the government COR or COTR for acceptance. Backup personnel must obtain minimum quarterly training on reporting systems – CBR and EDW.

Non-Personal Services. The Government shall neither supervise contractor employees nor control the method by which the contractor performs the require specifications stated in the performance work statement. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to

manage its employees and to guard against any actions that are of the nature of personal services, If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Contracting Officer Representative (COR ) immediately.

**3.1.Period of Performance:** The contract shall consist of a base year with four (4) twelve-month option periods.

**3.2.Site Security.** All personnel working on this project shall be required to follow all security and access rules and regulations (i.e., physical access and/or network access requirements) as set forth by the US Government in order to gain access to the USACE offices and/or systems to perform work assignments and/or for the delivery of equipment, to include obtaining and maintaining a Common Access Card. Foreign Nationals are not authorized to perform work on this contract. The vendor shall complete/comply with all of the following:

**AT Level I Training**

All contractor employees, to include subcontractor employees, requiring access to Army installations, facilities, controlled access areas, or require network access, shall complete AT Level I awareness training within 30 calendar days after award. Upon request, the contractor shall submit certificates of completion for each employee and subcontractor employee to the COR or to the contracting officer (if a COR is not assigned) within 5 calendar days after completion of training by all employees and subcontractor personnel. The website to complete the training will be provided after award.

**Access and General Protection/Security Policy and Procedures**

All contractor and all associated sub-contractors employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). The contractor shall also provide all information required for background investigation and to meet installation/facility access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. The Government may also require changes in contractor security matters or processes.

**Suspicious Activity Reporting Training**

The contractor and all associated sub-contractors shall receive a brief/training (provided by the RA) on the local suspicious activity reporting program. This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the project manager, security representative or law enforcement entity. This training shall be completed within 30 calendar days of award and within 30 calendar days of new employees commencing performance. The results shall be reported to the COR NLT 5 calendar days after the completion of the training.

**Contractor Employees Who Require Access to Government Information Systems**

All contractor employees with access to a government info system must be registered in the Army Training Certification Tracking System (ATCTS) at commencement of services, and must successfully complete the DOD Information Assurance Awareness prior to access to the information systems and then annually thereafter in accordance with personnel security standards listed in AR 25-2 (Information Assurance), an appropriate background investigation will be conducted prior to accessing the government information systems.

**For OPSEC Standing Operating Procedure/Plan**

The Contractor shall develop an OPSEC SOP/Plan within 90 days of contract award. The OPSEC SOP/Plan must be reviewed and approved by the RA OPSEC Officer. The SOP/Plan will include the government's critical information, why it needs to be protected, where it is located, who is responsible for it and how to protect it. In addition, the contractor shall identify an individual who will be an OPSEC Coordinator.

**For OPSEC Training**

All new contractor employees shall complete Level I OPSEC Training within 30 calendar days of their reporting for duty. Additionally, all contractor employees must complete annual OPSEC awareness training. The contractor shall submit certificates of completion for each affected contractor and subcontractor employee, to the COR or to the contracting officer (if a COR is not assigned), within 5 calendar days after completion of training. OPSEC awareness training is available at the following websites: <https://www.iad.gov/ioss/> or <http://www.cdse.edu/catalog/operations-security.html>; or it can be provided by the RA OPSEC Officer in presentation form which will be documented via memorandum.

**For Information Assurance (IA)/Information Technology (IT) Training**

All contractor employees and associated sub-contractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of employment.

**Pre-Screen Candidates Using E-Verify Program**

The Contractor must pre-screen Candidates using the E-verify Program (<http://www.uscis.gov/e-verify>) website to meet the established employment eligibility requirements. The Vendor must ensure that the Candidate has two valid forms of Government issued identification prior to enrollment to ensure the correct information is entered into the E-verify system. An initial list of verified/eligible Candidates must be provided to the COR no later than 3 business days after the initial contract award.

**3.3.Location of Work Performance.**

Work is to be accomplished at a combination of the contractor site and on-site at the Baltimore District Offices at the City Crescent Building, 10 South Howard Street, Baltimore, Md. 21201, in space provided by the Resource Management Office.

**3.4.POCs** shall inspect all Services performed by the Contractor in accordance with the PWS and through the final reports and provide feedback and acknowledgement of acceptance by the customer of the deliverables.

**3.5.Delivery.** Delivery of all reports and plans will be coordinated with the Requesting Unit Local POC; Delivery will be made to the physical address identified in 3.3 as the place of work performance.

- 4. Performance Requirements:** The Baltimore District is responsible for writing the report/query specifications. The contractor shall use software description noted in 6.1 below to develop the query/report. The contractor shall review requirement, outline a methodology, develop a timeline for completion. Written status reports required on a monthly basis. All contractor produced products under this contract are for government use only. Queries/reports should be executable by general district users, the need for the queries/reports to be executed by the table owner (i.e.

‘CEFMS’) should be avoided if possible.

Provide ongoing maintenance and development support for reports and forms that the Baltimore District will require on a routine and on-going basis as follows:

The contractor shall provide recurring and on-going development and enhancements to the local Baltimore District reporting capability based on written specifications/requests for specific work. The contractor shall perform work on a project basis, which can include analysis, design, query/report development efforts on one or more of the following systems: CEFMS, REMIS, EDW, VIMS, APPMS, RMS, and P2. All requested work shall be performed on an hourly basis and the contractor shall provide time estimates to the COR before work begins.

Work that to be performed in a 12 month period includes:

- a. New or enhanced reports/queries or interactive Forms on the web (avg 4 per month)
- b. New local tables to provide data not currently available (avg 1-2 per year)
- c. Database design and functional analysis and design work (ongoing)
- d. Ongoing Database administrative functions to ensure an efficient local Oracle RDBMS
- e. Modifications to existing local reports. (avg 11 per month)
- f. Transition existing CBR reports into EDW (total approximately 500 reports; monthly number of reports may vary based on difficulty translating between Oracle SQL and ANSI SQL programming languages.)

## **5. Deliverables:**

### **Deliverable #1 – Project Plan**

Project Plan & Schedule Task. The Contractor shall develop a Project Plan that identifies all activities that are related to executing the project completely, establishes a project schedule, and identifies control mechanisms that shall ensure adherence to project objectives within 30 days of execution of contract or option. The plan will also show who will be responsible for the preparation and content of all deliverables and the tracking of milestones. In addition, the plan will identify who will maintain regular telephone and/or email communications with the COR and/or other designated USACE staff that need to be kept abreast of daily project status. The Project Plan shall list all dependencies and/or constraints related to the project activities and project schedule. Furthermore, the Project Plan will include a list of the key project personnel (including subcontractor personnel, if any) assigned to this project, indicating their roles, responsibilities, and contact information.

### **Deliverable #2 – Documentation**

The contractor shall provide all documentation as described in Section 4 to include requirements, design, and reports documents.

### **Deliverable #3 – Monthly Status Reports**

The contractor shall provide a monthly project status report which shall be submitted not later than five (5) working days after the end of the month as follows:

- One copy shall be furnished to the CBR Project Manager
- One copy shall be furnished to the COR
- One copy shall be furnished to the KO

As a minimum, the monthly status report shall contain a discussion, by task, detailing all major accomplishments, problems, listing of next steps, resources utilized, products and services delivered

during the invoiced period, the specific contractors assigned to the project and the number of man-hours performed by labor category during the invoice period. The report shall be submitted via email.

**6. Special Requirements:**

**6.1.Services** The Government will provide software licenses for ORACLE-8, ORACLE-9I, ORACLE-10g, the Oracle OAS Web Server and Oracle Developer, Oracle Discoverer and Oracle Designer, Oracle Portal, PL/SQL, SQL, C/C++, Oracle Pro\*C, SAP BusinessObjects, Crystal Reports in a Sun or Windows NT environment, as required, for report development. The Government will provide access to the following teleprocessing service: USACE WAN and SQL\*Net.

**6.2.Facilities** The Government will provide a workspace in the Baltimore District, Resource Management Office, to include desk space, telephones, computer, and other items necessary to maintain an office environment. Workspace is based upon manangement approval.

**6.3. Equipment** The Government will provide access to multi-function devices for printing, scanning, and copying. Contractors are required to report all labor hours, regardless of contract type, via one of the four enterprise-wide Contractor Manpower Reporting Applications (eCMRA) at <http://www.ecmra.mil/>.

**7. Attachment/Technical Exhibit List:**

**7.1.Attachment 1/Technical Exhibit 1 – Performance Requirements Summary**

**7.2.Attachment 2/Technical Exhibit 2 – Deliverables Schedule**

**7.3.Attachment 3/Technical Exhibit 3 – Estimated Workload Data**

## TECHNICAL EXHIBIT 1

### Performance Requirements Summary

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective	Standard	Method of Surveillance
<b>PRS # 1.</b>  Development of requested reports (i.e. agreed to tasks are completed).	All reports (tasks) confirmed by the CBR PM are created, delivered, and function as agreed upon.	100% Inspection
<b>PRS # 2</b>  Provide monthly results timely to all required parties	A report is provided each month and no more than 10% of the reports may be later than the specified time period.	Direct Observation
<b>PRS # 3</b> Provide all required documentation timely (ex. technical documentation, requirements, design, and reports documents).	No more than 10% of the reports to appropriate government contact may be later than the specified time period.	Period Sampling
<b>PRS # 4</b> Provide timely notification on items requiring government action.	No more than 10% of the reports to the appropriate government contact may be later than the specified time period, AND/OR no more than 5% of required situations may go unreported.	Direct Observation
<b>PRS #5</b>  Timely completion and delivery of Project Plan.	Project Plan details all required information and is provided to the CBR PM no later than 5 days after the specified time period.	100% Inspection

**TECHNICAL EXHIBIT 2****DELIVERABLES  
SCHEDULE**

<b>Deliverable</b>	<b><u>Frequency</u></b>	<b><u># of Copies</u></b>	<b><u>Medium/Format</u></b>	<b><u>Submit To</u></b>
Project Plan	Annually	1	PDF file via email	COR and CBR Project Manager
New EDW/CBR Reports or modification of existing reports	As Requested (average 15 per month)	1	Email link to EDW Report or CBR Report, as applicable	COR and CBR Project Manager
Transitioned CBR Reports to EDW	Weekly	1	Email Link(s) to EDW Report	COR and CBR Project Manager
Project Status Report	Monthly	1	Email	COR and CBR Project Manager



**TECHNICAL  
EXHIBIT 3**

**ESTIMATED  
WORKLOAD DATA**

ITEM	NAME	ESTIMATED QUANTITY	
1	Senior Programmer	1920	1920 hours annually

PRICE SCHEDULE**- BASE YEAR- DATE OF AWARD**

<b>Item No.</b>	<b>Description</b>	<b>Estimated Quantity of Hours</b>	<b>Unit price</b>	<b>Amount</b>
0001	All costs in connection with CBR programming Support.	1920	\$	

**TOTAL PRICE FOR BASE YEAR \$\_\_\_\_\_**

**OPTION YEAR PERIOD 1 (TWELVE MONTHS)**

<b>Item No.</b>	<b>Description</b>	<b>Estimated Quantity of Hours</b>	<b>Unit Price</b>	<b>Amount</b>
1001	All costs in connection with CBR programming Support.	1920	\$	

**TOTAL PRICE FOR OPTION PERIOD 1 \$\_\_\_\_\_**

**OPTION YEAR PERIOD 2-(TWELVE MONTHS)**

<b>Item No.</b>	<b>Description</b>	<b>Estimated Quantity of Hours</b>	<b>Unit Price</b>	<b>Amount</b>
2001	All costs in connection with CBR programming Support.	1920	\$	

**TOTAL PRICE FOR OPTION PERIOD 2 \$\_\_\_\_\_**

**OPTION YEAR PERIOD 3-(TWELVE MONTHS)**

<b>Item No.</b>	<b>Description</b>	<b>Estimated Quantity of Hours</b>	<b>Unit Price</b>	<b>Amount</b>
3001	All costs in connection with CBR programming Support.	1920	\$	
<b>TOTAL PRICE FOR OPTION PERIOD 3</b>				<b>\$_____</b>

**OPTION YEAR PERIOD 4-(TWELVE MONTHS)**

<b>Item No.</b>	<b>Description</b>	<b>Estimated Quantity of Hours</b>	<b>Unit Price</b>	<b>Amount</b>
4001	All costs in connection with CBR programming Support.	1920	\$	
<b>TOTAL PRICE FOR OPTION PERIOD 4</b>				<b>\$_____</b>

For the purposes of evaluating the amount will be based on the total amount for Base Year and all Option periods.

**Total for Base Year and all Option periods: \$\_\_\_\_\_.**

## SECTION SF 1449 - CONTINUATION SHEET

The following have been added by full text:

PPQ-0 PAST PERFORM QUESTIONNAIRE

NOTE: Past performance refers to the quality of recent project experience from the customer's perspective. The Offeror shall arrange for the reference customer point of contact for two projects to fill out the Questionnaire and return directly to CHELEY AUGUSTE, e-mail at [Cheley.Auguste@usace.army.mil](mailto:Cheley.Auguste@usace.army.mil). The questionnaires must be forwarded directly by the references. The Government will not release the questionnaire forms to the Offeror at any time, in order for the Government to solicit candid, unbiased responses and comments. Two References from previously completed jobs must be submitted and include a point of contact and phone numbers. These references must be relevant to the work which will be performed in this contract. Relevant work is defined as 1. Writing reports/queries using Oracle programming language; 2. Writing reports/queries using Crystal Reports programming language; and 3. Writing reports using data from 2 of the following 3 systems: CEFMS, P2, RMS.. References must be recent. Recency is defined as past performance for a period of three (3) years prior to the release of solicitation W912DR-15-T-0101..

### NAVFAC/USACE PAST PERFORMANCE QUESTIONNAIRE (Form PPQ-0)

#### CONTRACT INFORMATION (Contractor to complete Blocks 1-4)

##### 1. Contractor Information

Firm Name:

CAGE Code:

Address:

DUNS Number:

Phone Number:

Email Address:

Point of Contact:

Contact Phone Number:

**2. Work Performed as:** ☐ Prime Contractor ☐ Sub Contractor ☐ Joint Venture ☐ Other (Explain)

Percent of project work performed:

If subcontractor, who was the prime (Name/Phone #):

##### 3. Contract Information

Contract Number:

Delivery/Task Order Number (if applicable):

Contract Type: ☐ Firm Fixed Price ☐ Cost Reimbursement ☐ Other (Please specify):

Contract Title:

Contract Location:

Award Date (mm/dd/yy):

Contract Completion Date (mm/dd/yy):

Actual Completion Date (mm/dd/yy):

Explain Differences:

Original Contract Price (Award Amount):

Final Contract Price (to include all modifications, if applicable):

Explain Differences:

**4. Project Description:**Complexity of Work ☐ High ☐ Med ☐ RoutineHow is this project relevant to project of submission? *(Please provide details such as similar equipment, requirements, conditions, etc.)***CLIENT INFORMATION (Client to complete Blocks 5-8)****5. Client Information**

Name:

Title:

Phone Number:

Email Address:

**6. Describe the client's role in the project:****7. Date Questionnaire was completed (mm/dd/yy):****8. Client's Signature:**

NOTE: Past performance refers to the quality of recent project experience from the customer's perspective. The Offeror shall arrange for the reference customer point of contact for two projects to fill out the Questionnaire and return directly to CHELEY AUGUSTE, e-mail at [Cheley.Auguste@usace.army.mil](mailto:Cheley.Auguste@usace.army.mil). The questionnaires must be forwarded directly by the references. The Government will not release the questionnaire forms to the Offeror at any time, in order for the Government to solicit candid, unbiased responses and comments. Two References from previously completed jobs must be submitted and include a point of contact and phone numbers. These references must be relevant to the work which will be performed in this contract. Relevant work is defined as 1. Writing reports/queries using Oracle programming language; 2. Writing reports/queries using Crystal Reports programming language; and 3. Writing reports using data from 2 of the following 3 systems: CEFMS, P2, RMS.. References must be recent. Recency is defined as past performance for a period of three (3) years prior to the release of solicitation W912DR-15-T-0101..

*ADJECTIVE RATINGS AND DEFINITIONS TO BE USED TO BEST REFLECT  
YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE*

<b>RATING</b>	<b>DEFINITION</b>	<b>NOTE</b>
<b>(E) Exceptional</b>	Performance meets contractual requirements and exceeds many to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.	An Exceptional rating is appropriate when the Contractor successfully performed multiple significant events that were of benefit to the Government/Owner. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.
<b>(VG) Very Good</b>	Performance meets contractual requirements and exceeds some to the Government's/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.	A Very Good rating is appropriate when the Contractor successfully performed a significant event that was a benefit to the Government/Owner. There should have been no significant weaknesses identified.
<b>(S) Satisfactory</b>	Performance meets minimum contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.	A Satisfactory rating is appropriate when there were only minor problems, or major problems that the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.
<b>(M) Marginal</b>	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.	A Marginal is appropriate when a significant event occurred that the contractor had trouble overcoming which impacted the Government/Owner.
<b>(U) Unsatisfactory</b>	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.	An Unsatisfactory rating is appropriate when multiple significant events occurred that the contractor had trouble overcoming and which impacted the Government/Owner. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating.
<b>(N) Not Applicable</b>	No information or did not apply to your contract	Rating will be neither positive nor negative.

## TO BE COMPLETED BY CLIENT

**PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS  
YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE.**

<b>1. QUALITY:</b>	
a) Quality of technical data/report preparation efforts	E   VG   S   M   U   N
b) Ability to meet quality standards specified for technical performance	E   VG   S   M   U   N
c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance	E   VG   S   M   U   N
d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance)	E   VG   S   M   U   N
<b>2. SCHEDULE/TIMELINESS OF PERFORMANCE:</b>	
a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. <i>(If liquidated damages were assessed or the schedule was not met, please address below)</i>	E   VG   S   M   U   N
b) Rate the contractor's use of available resources to accomplish tasks identified in the contract	E   VG   S   M   U   N
<b>3. CUSTOMER SATISFACTION:</b>	
a) To what extent were the end users satisfied with the project?	E   VG   S   M   U   N
b) Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)	E   VG   S   M   U   N
c) To what extent was the contractor cooperative, businesslike, and concerned with the interests of the customer?	E   VG   S   M   U   N
d) Overall customer satisfaction	E   VG   S   M   U   N
<b>4. MANAGEMENT/ PERSONNEL/LABOR</b>	
a) Effectiveness of on-site management, including management of subcontractors, suppliers, materials, and/or labor force?	E   VG   S   M   U   N
b) Ability to hire, apply, and retain a qualified workforce to this effort	E   VG   S   M   U   N
c) Government Property Control	E   VG   S   M   U   N
d) Knowledge/expertise demonstrated by contractor personnel	E   VG   S   M   U   N
e) Utilization of Small Business concerns	E   VG   S   M   U   N
f) Ability to simultaneously manage multiple projects with multiple disciplines	E   VG   S   M   U   N
g) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changes	E   VG   S   M   U   N
h) Effectiveness of overall management (including ability to effectively lead, manage and control the program)	E   VG   S   M   U   N
<b>5. COST/FINANCIAL MANAGEMENT</b>	
a) Ability to meet the terms and conditions within the contractually agreed	E   VG   S   M   U   N

price(s)?	
b) Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client	E VG S M U N
c) If this is/was a Government cost type contract, please rate the Contractor's timeliness and accuracy in submitting monthly invoices with appropriate back-up documentation, monthly status reports/budget variance reports, compliance with established budgets and avoidance of significant and/or unexplained variances (under runs or overruns)	E VG S M U N
d) Is the Contractor's accounting system adequate for management and tracking of costs? <i>If no, please explain in Remarks section.</i>	Yes No
e) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? <i>Indicate if show cause or cure notices were issued, or any default action in comment section below.</i>	Yes No
f) Have there been any indications that the contractor has had any financial problems? <i>If yes, please explain below.</i>	Yes No
<b>6. SAFETY/SECURITY</b>	
a) To what extent was the contractor able to maintain an environment of safety, adhere to its approved safety plan, and respond to safety issues? (Includes: following the users rules, regulations, and requirements regarding housekeeping, safety, correction of noted deficiencies, etc.)	E VG S M U N
b) Contractor complied with all security requirements for the project and personnel security requirements.	E VG S M U N
<b>7. GENERAL</b>	
a) Ability to successfully respond to emergency and/or surge situations (including notifying COR, PM or Contracting Officer in a timely manner regarding urgent contractual issues).	E VG S M U N
b) Compliance with contractual terms/provisions ( <i>explain if specific issues</i> )	E VG S M U N
c) Would you hire or work with this firm again? ( <i>If no, please explain below</i> )	Yes No
d) In summary, provide an overall rating for the work performed by this contractor.	E VG S M U N

**Please provide responses to the questions above (*if applicable*) and/or additional remarks. Furthermore, please provide a brief narrative below addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk (*please attach additional pages if necessary*):**

(End of Summary of Changes)